

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III –
Mechanical

SALARY GROUP: A14

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 6/02/2015

POSITION #: 024577

I. JOB SUMMARY

Performs highly complex inventory and retail sales work. Work involves coordinating store and warehouse operations; displaying and selling merchandise; and ensuring compliance with established security requirements, loss prevention controls, and procedures. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates, schedules, and conducts physical inventory of property and stock and reviews inventory results; coordinates the inventory and stock control operations and procedures for receiving, stocking, and shipping maintenance and repair parts for agency vehicles and equipment; and recommends improvements to ensure an efficient system of property management and control.
- B. Coordinates and provides storage of items that have a seasonal use and disposes of surplus property; arranges and rotates equipment and supplies; and investigates inventory discrepancies.
- C. Assists in the daily operations of the repair shops; documents the transfer and disposition of equipment; and reviews and maintains manual and automated inventory, stock control, and accounting records.
- D. Provides training to maintenance staff and offenders in loading, unloading, and stocking materials, equipment, and supplies.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning inventory management experience.
3. Vehicle or equipment repair experience preferred.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of inventory management practices and procedures.
2. Knowledge of property accounting methods and procedures.
3. Knowledge of applicable state laws, rules, regulations, and statutes governing the handling of state property.
4. Knowledge of inventory and stock control record keeping methods and procedures.
5. Knowledge of automotive or diesel maintenance and repair preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to review warehouse operations for compliance with established procedures.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in problem-solving techniques.
12. Skill to prepare and maintain complex inventory and stock control records and files in an automated system.
13. Skill to review technical data and prepare technical reports.

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14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

15. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working on ladders or scaffolding, vibration, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, hand tools, and automobile.